

DECLARATION OF SURPLUS STATE PERSONAL PROPERTY

Operational Services Division
State Surplus Property Office
One Ashburton Place, Room 1017
Boston, MA 02108

Date: _____ **Mailing Address:** _____
Dept. Code _____ **Org Number:** _____
Agency Name: _____
Contact Person: _____ **Storage Address:** _____
Telephone: _____

Description	Quantity	Age	Condition Code	Original

Condition Code	Definitions
A-1	New or unused property in excellent condition. Ready for use and identical or interchangeable with new items source of supply.
A-2	New or unused property in good condition. Does not quite qualify for A-1 (because slightly shopworn, soiled, or utility.
A-3	New or unused property in fair condition. Soiled, shopworn, rusted, deteriorated, or damaged to the extent that uti
E-1	Used property, but repaired or renovated and in excellent condition.
E-2	Used property which has been repaired or renovated and while still in good condition, it has become worn fc excellent condition.
E-3	Used property which has been repaired or renovated, but has deteriorated reconditioning and is only in fair co required or expected to be needed in near future.
O-1	Property which has been slightly or moderately used, no repairs required and still in excellent condition.
O-2	Used property more worn than O-1, but still in good condition with considerable use left before any important repa
O-3	Used property which is still in fair condition and usable without repairs; however, somewhat deteriorated, with sc should be replaced.
R-1	Used property still in excellent condition, but minor repairs required. Estimated cost of repairs would cost no more
R-2	Used property in good condition, but considerable repairs required. Estimated cost of repairs would be from 11% t
S - Salvage	Personal property that has some value in its basic material content, but which is in such condition that it has purpose as a unit and its repair or rehabilitation for use as a unit is clearly impractical.
W - Worthless	Property that has no value at all.
* Estimated Cost:	Actual acquisition cost (original cost) or the agency surplus officer's best estimate of the acquisition cost.
Please Note:	If you code items using the S or W condition code, please list this property on a separate DPGS-25 form.